

# EXHIBIT 14



# TASKS AND STANDARDS



EFFECTIVE DATE: 12/31/2009

<b>EMPLOYEE'S NAME (Last Name, First Name)</b> Fredericks, Michael		<b>EMPLOYEE ID #</b> 531144
<b>PRESENT CIVIL SERVICE TITLE</b> Associate Fire Protection Inspector Level II		<b>OFFICE TITLE</b> Supervising Fire Inspector/Auditor
<b>CIVIL SERVICE STATUS:</b> <input type="checkbox"/> PERMANENT <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> NON-COMPETITIVE <input type="checkbox"/> LABOR CLASS		
<b>BUREAU</b> Fire Prevention	<b>DIVISION/UNIT</b> Fire Suppression	<b>DATE ASSIGNED TO UNIT</b> 07/10/2006

## TASK # 1 DESCRIPTION:

Performs assigned work in a manner consistent with FDNY rules, laws, procedures and regulations.

## STANDARDS:

1. Demonstrates knowledge of laws, rules and regulations by reporting violations.
2. Exercises good judgement identifying hazards/emergency situations & taking appropriate action.
3. Inspections are performed in accordance with current rules and procedures.

## TASK # 2 DESCRIPTION:

takes necessary corrective action, prepares reports of inspection findings.

## STANDARDS:

1. NOVs, VO's and summonses are issued in accordance with FP Manual and FDNY procedures.
2. Reports are submitted on a timely manner and are complete, accurate, detailed and concise.
3. Recommendations in reports are based on fact and are reasonable.

**TASK # 3 DESCRIPTION:**

Inspector completes assigned work as required.

**STANDARDS:**

1. Is properly equipped to perform all official duties, wears issued PPE.
2. Inspector makes efficient use of field time and minimizes travel time.
3. Inspector takes criticism well and strives for improvement.

**TASK # 4 DESCRIPTION:**

Maintains a professional and courteous manner in the performance of official duties while dealing with the public, contractors and fellow employees.

**STANDARDS:**

1. Displays conduct and dress in a manner which tends to bring credit to the department.
2. Is punctual for all assignments and/or schedules.
3. Cooperates with the supervisor and fellow employees.

**TASK # 5 DESCRIPTION:**

Represents the Department in the preparation and enforcement of the Administrative Code and any other section of law under their purview.

**STANDARDS:**

1. Processes all legal requirements in the issuance of summonses, violations.
2. Maintains a thorough knowledge of the Fire Code, regulations and directives.
3. Maintain appropriate records or notes in a legible, organized and accurate manner.

**EMPLOYEE STATEMENT: MY SIGNATURE BELOW INDICATES THAT I HAVE REVIEWED AND AGREED WITH THE CONTENTS STATED IN THE TASKS AND STANDARDS OF MY POSITION.**

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REVIEWER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_